

MINUTES

Workforce Connection Of Central New Mexico Executive Board Meeting

Thursday, April 7, 2005

7:45 am

1025 Broadway, SE- Multi-Purpose Room

Call to Order- 8:09 a.m. – Bob Davey, Chair

Present

Bob Davey

Judy LeJeune

Rita Logan

Mary Lee Martin

Virginia Murphy

Nancy Renner

John Sapien

Mike Swisher

Quorum was Established

Excused

Charles Aguilar

Al Padilla

Absent

Bill Williams

Approval of Thursday, April 7, 2005 Agenda

Motion: Mike Swisher

Second: Rita Logan

No Discussion

Action: Passed by voice vote

Tab 1: Approval of Minutes, Executive Committee- February 3, 2005

Motion: Rita Logan

Second: Nancy Renner

No Discussion

Action: Passed by voice vote

Tab 2: Monthly Expenditure Report- by Mike Swisher

- Mr. Swisher explained the monthly expenditure report of the month ending March 31, 2005

Questions Followed

FINAL ACTION ITEMS

Four Final Action Items were discussed and voted on- All were passed by voice vote

Passed

- Approval of Employer Outreach Contract with Sandoval County
- Approval of Bernalillo County Summer Work Academy Contract
- Approval of Complete Computer Systems Upgrade
- Approval of Revised Definition of Demand Occupation

Tab 3: Approval of Employ Outreach Contract with Sandoval County- Introduction and Background by Adrienne Smith

- Early in the program year, the Business Outreach Committee and the Executive Committee approved and set aside funding from WIA to improve employer outreach.
- Central Area economic development organizations were contacted by the MRCOG to develop work plans for business outreach strategies.
- From these work plans MOUs have been negotiated with each economic development organization to perform the outreach activities outlined.
- These MOUs with help to better connect employers to the WCCNM as well as inform the community of the WCCNM program.
- In March, MOUs for Bernalillo, Torrance and Valencia Counties were approved by the Board, this MOU is for Sandoval County, the remaining county of the Central Region.

Discussion and Questions Followed

Motion: Mike Swisher

Second: John Sapien

Discussion Followed

Action: Passed by voice vote

Tab 4: Approval of Bernalillo County Summer Work Academy Contract- Introduction and Background by Lawrence Rael and Adrienne Smith

- Ms. Smith explained and gave an overview of the Summer Work Academy Contracts.
- Last program year the WCCNM began this summer work program for the rural youth of the Central Region (Sandoval, Valencia, and Torrance).
- The Summer Work Academy was a success last year with counties looking forward to participating again this summer.
- Funding was allocated at the beginning of this program year for the Summer Work Academy.
- In March the Board approved contracts for Sandoval, Valencia, and Torrance Counties, this contract is specifically for Bernalillo County.

Motion: Nancy Renner

Second: Judy LeJeune

No Discussion

Action: Passed by voice vote

Tab 5: Approval to Complete Computer Systems Upgrades- Introduction and Background by Lawrence Rael

- As stated at the February meeting, the computers and computer system of the WCCNM needs to be replaced due to increased traffic and the age of the system.
- The system has undergone a full analysis to determine the needs of the WCCNM and the capacity of the current system.
- Staff has developed an outline of equipment needed along with cost.
- All recommended purchases will be conducted in accordance with WCCNM's procurement policies and procedures.
- Total estimated cost for equipment and installation is \$61,279.45
 - **Mr. Swisher would like to add funding to purchase laptops for itinerate services.**
 - **Mr. Swisher would like to amend the motion by adding \$20,000.00 to the allocated \$61,279.45. If passed, the amount allocated for computer upgrades would be \$81,279.45.**

Discussion and Questions Followed

Motion to approve with Amendment: Mike Swisher

Second with Amendment: Rita Logan

Discussion Followed

Action: Passed by voice vote

Tab 6: Approval of Revised Definition of Demand Occupation- Introduction and Background by Ramona Chavez

- Federal law empowers local areas to define their own definition of “demand occupation” if state methods do not offer enough variability and flexibility.
- The current definition, issued by the Office of Workforce Training and Development, defines “demand occupations” as those with average annual growth rates of 23 percent and which have 50 or more job openings.
- The proposed revised definition of the Central Region for “demand occupation” would include those that:
 1. Have a 15 percent or higher projected occupational growth rate, OR
 2. Have average annual job openings of 30 or more, OR
 3. Are occupations demanded by employers based on written statements from at least three employers who regularly hire for such occupations.
 4. Additionally, the local Board proposes to remove references to wages from the definition of demand occupation, and to include Job Search/Labor Market research, including website or newspaper articles showing a demand for the occupation. Proof of five searches over a two-week period will be required, OR
 5. Areas of growth as identified by Economic Development initiatives.

- **Mr. Swisher would like to amend the motion by adding “OR” to the end of #3 and striking “...remove references to wages from the definition of demand occupation, and...” from #4.**

Discussion and Questions Followed

Motion to approve with Amendment: Mike Swisher

Second with Amendment: Virginia Murphy

No Discussion

Action: Passed by voice vote

DISCUSSION ITEMS

Tab 7: Formalize PY2005 Contracts for Youth Development, Inc., New Mexico Department of Labor and Mid-Region Council of Governments- by Bob Davey

- Mr. Davey explained the PY05 contract review process stating that the Board would like to have the contracts ready for approval for the June Full Board meeting.
- Performance and Monitoring Committee reviewed all three contracts; the Youth Council has reviewed the YDI contract along with Board members. The Performance and Monitoring Committee along with other Board members have reviewed the MRCOG contract.
- Contract negotiations are ongoing, staff will keep the Board updated on this issue.

Discussion and Questions Followed

Tab 8: Introduction of One-Stop Certification- by Adrienne Smith- Presentation by BAI

- BAI staff gave a presentation to the Committee regarding the One-Stop Certification process, along with objectives and benchmarks for the certification of the Mountain Road One-Stop.
- All certifications will be compliance with Federal and State regulations.
- Staff will update the Committee on the certification process.

Discussion and Questions Followed

Tab 9: Report on Intensive Services and Customized Training by NMDOL- by Ron Chavez

- Mr. Chavez reported that NMDOL has begun to increase efforts to provide more intensive services and customized training contracts.
- Currently, there are four signed customized training contracts and more in process.
- NMDOL is working with staff to increase numbers and participation in these areas.
- NMDOL will keep the Committee updated on these efforts.

Discussion and Questions Followed

Tab 10: Report on Youth Services by YDI- by Concha Cordova

- Ms. Cordova reported that YDI has seen increasing numbers in work experience, development of worksites, and pre-employment training along with the 10 required elements.
- Transition of files was hard and there was a big learning curve for YDI to overcome, however, YDI has enrolled 214 new participants in the WCCNM youth program, and has developed 120 worksites.
- YDI will keep the Committee updated on these efforts.

Discussion and Questions Followed

Tab 11: Strategic Planning for Employer-Driven Systems- by Adrienne Smith

- Pam Lassetter of the Fresno County Workforce Development Board will give a presentation to the Board at the April 18, 2005 Full Board Meeting.
- Ms. Lassetter will give a presentation on strategic planning for employer-driven systems that may help the Central Region to better educate employers about the WCCNM program.

REPORTS

Administrative Reports- by Adrienne Smith

- Lloyd Aragon, has joined the WCCNM/MRCOG staff as a planner. Mr. Aragon will be in charge of Business Outreach and the ETPL list.
- There is a Disability Exchange Forum scheduled for April 12, 2005. All Board members are invited to attend.
- Election of officers will take place at the June Full Board meeting.

Committee Reports

- **Youth Council-** by Mary Lee Martin
 - Mary Lee Martin, Adrienne Smith and Jerilynn Sans attended the National Youth Employment Coalition in Scottsdale where youth initiatives and advocacy was discussed.
 - Barbara Kaufman will present to the Youth Council on April 13, 2005 regarding serving youth with disabilities.
- **Performance and Monitoring-** by Virginia Murphy
 - The Committee has been meeting on a monthly basis to review performance measures and benchmark report from YDI and DOL.
 - This Committee has three core members that are dedicated to attending meetings
 - The new method of meeting has been working out well.

- **Training and Service Provider-** by Judy LeJeune
 - The Committee has been meeting on a monthly basis to review and help clean up the eligible training provider issues.
 - This Committee will be reviewing policies pertaining to the ETPL list and demand occupations.
- **Business Outreach Committee-**
 - The next meeting will be 3:00 pm, today, April 7, 2005 at the MRCOG offices.
 - Al Padilla is the new chair of this Committee.

PUBLIC COMMENT

Public Comments-

- Sara Michaud- Jemez Valley One-Stop- Ms. Michaud expressed need for more funding and support for the Jemez One-Stop. She has developed a presentation that she would like to give to the Board at the next Full Board meeting.

ADJOURNMENT

Adjournment- 10:50 a.m.

Next Meeting-

Date: Thursday, May 5, 2005

Time: 7:45 am

Location: To Be Determined

A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 809 Copper NW Albuquerque, NM 87102